

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Employee Resignation	
Policy Number: PRP 22	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To define the process of terminating employment by resignation.

POLICY: Any employee may terminate their employment by submitting a letter of resignation to their supervisor.

PROCEDURE:

- I. Letters of resignation need only indicate the fact of resignation and the final day of employment desired.
 - A. Letters of resignation are to be submitted to the immediate supervisor.
 - B. Management /supervisory level employees are requested to provide at least 30 days advance notice of their final day of work.
 - C. Employees other than management/supervisors are requested to provide at least 14 days advance notice of their final day of work.
- II. Computer files and information are state property, therefore, resigning employees are not to delete or remove any files or information from their computers until this information has been retrieved by the Information Specialist and approved by the immediate supervisor of the employee. Employees must provide their passwords, as may be appropriate, to the Information Specialist for access into computer files.
- III. Prior to the last day of employment, the employee must meet with Personnel Support staff to:
 - A. Turn in any facility keys
 - B. Turn in identification badge
 - C. Review Public Employee Retirement System (PERS) forms

- D. Review vacation and sick leave payout options
- E. Review options of transfer of benefits if moving to another state agency

IV. Resigning employees will be offered the option of an exit interview with their immediate supervisor.

V. Final timesheets are to be submitted to the immediate supervisor on the last day of employment.

VI. Final paychecks will be mailed to the employee on the next regularly scheduled payday following the final day of employment.

VII. Compensation for unused compensatory time, vacation leave and sick leave will be calculated by and received from the Department of Public Health & Human Services Payroll Office in accordance with state policy.

VIII. Employees are requested to remove any personal property prior to or on their last day of employment.

Revisions:

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	Name Title	Date

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